

**TO: System Evaluation and Improvement - Vision Work
Group D: Members & Interested Parties**

FROM: Steve Andriese, Group D Leader

DATE: November 29, 2001

**SUBJECT: Friday, December 14, 2001 Meeting Agenda and
Information**

The next Work Group D meeting will be held from **10:00 A.M.–3:00 P.M.** on Friday December 14, 2001. **The meeting location will once again be at the EMS Authority offices, 1930 9th Street, Sacramento (Map enclosed).** We will again have a working lunch and menu orders will be taken the morning of the meeting.

I will be e-mailing the revised *Local EMS Agency Assessment Guidelines* and Estimated LEMSA Assessment Budget to members for your review. **Please review these documents prior to the meeting so you can be prepared to take action on them.** I know you probably don't want to look at the Assessment Guidelines again. However, they do include the revisions from the last meeting and I am hoping we can get them approved at this meeting so we can forward them to the Governance Group soon after the first of the year.

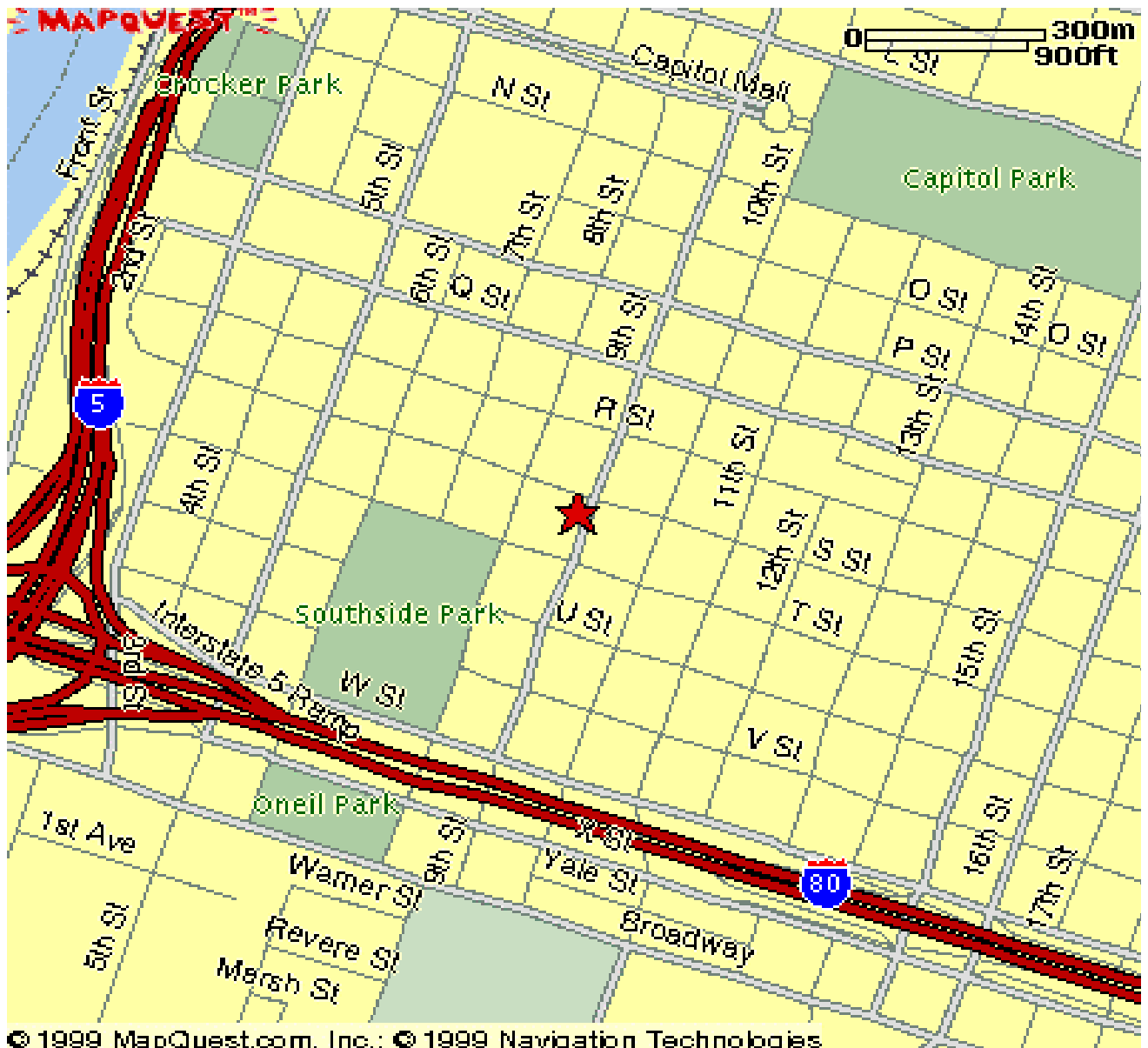
If you have any questions regarding the enclosed materials prior to the meeting, please contact me via the list server or at 209-529-5085.

Enclosures

MAP TO STATE EMS AUTHORITY

The map below shows **Business 80** which goes directly through Sacramento. Don't confuse it with **Interstate 80** which bypasses Sacramento to the North.

Once you are in the general area of the map you can take any of the numbered exits off of Bus. 80 such as **10th Street** or **16th Street**, or a letter street off of **I 5** and proceed to the corner of 9th and T street. The EMS Authority will be on the corner.



Vision Working Group AD@

System Evaluation and Improvement

Friday, December 14, 2001

State EMS Authority

1930 9th Street

Sacramento, California

10:00 A.M. to 3 P.M.

AGENDA

- | | |
|--|---|
| | 1. Welcome and Introductions |
| ACTION | 2. Approval of August Meeting Minutes |
| INFO | 3. Report on November <i>Vision Leadership Team Meeting</i> (Miranda) |
| INFO
(Bonnie) | 4. Update on Discovery Protection for QI Legislation and EMSC Grant |
| INFO/ACTION | 5. EMSA 101 &103 Guidelines Revision Process (Larry K., Mike F. & Craig) |
| INFO
Indicators (Steve) | 6. Report From Finance Group on Development of EMS Cost |
| ACTION
Bonnie.) | 7. Presentation of Proposed EMS Data Set for Internal Review (|
| ACTION | 8. Presentation of EMS Performance Indicators for Internal Review (Craig) |
| INFO/ACTION | 9. Presentation of Proposed QI Guidelines for Internal Review (Craig & Bonnie) |
| INFO/ACTION | 10. Approval of EMS System / Plan Appraisal Format (Steve) |

LUNCH

- | | |
|---------------------------------|--|
| ACTION
(Steve) | 11. Approval of LEMSA Assessment Estimated Budget Document |
| ACTION | 12. Approval of LEMSA Assessment Document (Steve) |
| INFO | 13. Progress Report on State Data System Design Project (Ed, Marie) |
| INFO | 14. Model Web-Based Data Reporting (Marie) |

*DISCUSSION ON CEMSIS ACCESS - JUST TO YOUR COUNTY INFO OR TO ALL COUNTY
INFO - WHAT ABOUT OTHER STATES AND UNIVERSITIES FOR RESAERCH*

INFO

15. Progress Report on the ‘*Data Collection and Reporting Guidelines*’ (Marie)

16. Assignments

17. Future Meeting Dates

18. Adjournment

Vision Group E – System Evaluation & Improvement
Meeting Minutes for August 24, 2001
Emergency Medical Services Authority
1930 9th Street, Sacramento, California
10:00am – 3:00pm

I. Introductions

Members Present: Bonnie Sinz, Cathy Ord, Nancy Justin, Ardith Hamilton, Craig Stroup, Steve Andriese, Charla Jensen, Marie Harder, Bob O'Brien.

Non-Members Present: Miranda Swanson, Kathi Whitson, Mercia Brandon, Sandy Hollandsworth, Norah Lamond.

**Larry Karsteadt present via speakerphone.

Summary:

- An updated committee list was distributed, with two major changes:
 - a) EMSAAC alternate, Barbara Brodfuehrer has retired. Diane Fisher of ICEMA will act as her replacement.
 - b) League of California Cities representative, Kurt Latipow recently moved out of state. His replacement will be current League of Cities alternate, Gary Hinshaw.
- This will be Ardith Hamilton's last System Evaluation & Improvement meeting due to her retirement.

II. Business Items

1-Approval of June Meeting Minutes

- Minutes were approved by consensus with one addition and one change.
- Updated minutes will be sent out with the minutes for this meeting.

2-Report on August Vision Leadership Team Meeting

- Sheila Keller, Vision Project Administrator under the Office of Traffic Safety Grant, has retired. Miranda Swanson will assume her position, effective October 1, 2001.
- The Vision Grant will not fill Miranda's position behind her.
- Vision will now be run primarily through the OTS grant.
- Any extra monies in the Vision grant that were once salary monies, will now go towards travel and funding of other workgroups that have been connected to the Vision Process.
- Further details are to be worked out in the coming months.
- The gray book (Vision update) has been sent to print, and should be available by mid-September.
- The completed books will be distributed via mail and also at committee meetings.

- A current draft of the Gray Book is available on the EMSA website at www.emsa.ca.gov
- The EMS Plan was also discussed.
- The VLT is looking to make information on Vision progress more readily available to those who may be interested. A power point presentation with all of this information will be placed on the EMSA website. It will take a few weeks to get all of the current information together.

3-Dates and Location for NHTSA "Leadership Guide to QI/Data Workshop"

- Bonnie distributed an informational handout.
- The classes will take place September 18-19, 2001, at the Sacramento Hilton, from 9-5 each day.
- The cost is \$79 per person.
- There are a total of 50 slots for the classes.
- There will be CE available.

4-Report on Paramedic Task Force Draft Regulation and QI Guidelines

- The disciplinary guidelines have been completed.
- The group decided to look at CE next. With the close connections of QI with CE it was decided to focus on QI first.
- Regs were drafted as a starting out point.
 - These regs are not yet complete and will be adjusted as guidelines are developed.
 - A QI Guidelines document is being developed to be "incorporated by reference" in the regulations.
 - A lot of current documents are being used such as the NHTSA QI Leadership Guide, the Baldrige Categories, the Agenda for the Future, the Mountain Valley grant document, the IAFF document, etc.
- Craig Stroup (hired by EMSA as a consultant) will be working on the indicators and Bonnie on the guidelines document.
- Task Force decided to call the document EMS System Evaluation and Improvement Guidelines.
 - There was discussion by the larger group as to whether or not this is what the document should be titled.
- It was suggested that specific examples of the guidelines should be included.

5-Standards and Guidelines Revision Process (EMSA 101&103)

- Revision is being done through the OTS grant and Vision.
- It was suggested that the guidelines should be more functional and less wishful in reference to language.
- Miranda suggested that the guidelines should be looked at to see if there are any things that should be added.
- This is Ardith's last meeting, so she will do comment and send it to the group.
- Mike Frenn, Larry Karsteadt, and Craig Stroup will take over the work.

6-Legislative – Update on Discovery Protection for QI Legislation

- Group is trying to get legislation to get hospitals to give data.

7-Data: Data Ad Hoc Group Report (Data Set)

- The data set is done with a final review by the Ad Hoc Group over their next two meetings and will make any final revisions.
- The final draft data set will be brought to the December Vision D meeting (tentative).
- Set will then be sent to comment by the constituent groups.

8-State Data System Design Project

- Developed overall data sheet for project.
- Agency approved the feasibility study.
- The Department of Information Technology (DOIT) must grant approval.
- Document is currently in review at DOIT.
- Group must come up with a procurement plan.
- Marie hopes to have it done by next week.

9-Development of the ‘Data Collection and Reporting Guidelines’

- Intent is to create a comprehensive system documentation and user handbook.
- The project plan includes training element.

10-CQI: Progress on Performance Indicator Development

- a) Craig presented the list of Performance Indicators to the committee for comment. He would like final comments to be submitted (via the list-server) by the end of September.
- b) There are four major areas of focus: medical care, system operations, consumer response, and cost of EMS services. Each section is still in the preliminary planning processes.

Comments:

?? (Bonnie) The clinical aspect is the key. Another critical component is transport (destination) and the diversion issue. It is very timely right now.

?? (Craig) These are the core indicators, but it doesn't mean they will all be developed and used.

11-Approval of LEMSA Assessment Document

?? CHEAC/EMSAAC Response to Assessment

Issues:

- Concerns over mandatory vs. voluntary, and who should administer?
- Are we taking precedence in having state agencies evaluate local or county agencies?
- Complexity of the process.

Conclusions (from CHEAC):

- Include evaluation by the EMS Authority to leave it in.

- Add language identifying the intent of all of the surveys and the appraisals.
- Instead of an assessment conducted every 5 years, it should be based upon the score that the agency last received.
- Reassess the cost for the project and attach to the document.
- Under the “self-survey” section, the information should be included in the five-year survey as well.
- Put options along with recommendations (for surveying body).
- Also, there should be a survey submitted by the EMSA.

?? Survey Revisions from Last Meeting

The Group decided to change the survey to voluntary. Steve will make the necessary corrections to the document.

?? Review of Consumer/Public Survey

- a) In the appendix, ‘data collected’ will be used for evaluation as well as...
- b) Change language responded
- c) #7 perception of public when 9-1-1 is dialed
- d) Could possibly add something about public education – in demographic section
- e) Steve to make changes.

?? Format for System/Plan Appraisal

Suggestions:

- Add comment space.

12-Model Web-Based Data Reporting (more info)

Marie gave a presentation on the model for web-based data reporting.

13-Assignments

Submit comments to Craig regarding the performance indicators by the end of September.

14-Future Meeting Dates

The next meeting date is scheduled for October 26 at the EMS Authority in Sacramento, from 10:00am-3:00pm.

15-Adjournment

The meeting was adjourned by Steve Andriese.